

## POSITION DESCRIPTION – EXECUTIVE HUMAN RESOURCES SPECIALIST

### POSITION SUMMARY

This is an entry level staffing analyst position responsible for coordinating and conducting technical assessment/examination development validation projects requiring analytic and assessment/examination construction and validation skills for the agency services team in the Bureau of Merit Recruitment and Selection (BMRS). Projects and work products have statewide impact and policy implications. This position develops, validates, and administers cognitive and non-cognitive competency assessments for selection purposes to include written, and non-written tests, job knowledge tests, performance tests, and computer simulations; conducts job analyses and provides assessment training and support. This position is responsible for developing or advising on the development of various assessment methodologies and selection strategies using information obtained from job analysis and subject matter experts. This position's role impacts policies that interpret state civil service statutes and rules governing examination development/validation, examination scoring, passing points, adverse impact, register establishment, certification, and expanded certification. The incumbent may participate in special BMRS problem solving committees or represent BMRS in committees established by the Division of Personnel Management (DPM) Administrator, the BMRS director, other Department of Administration (DOA) divisions, or other agencies. The incumbent serves as a consultant and provides both formal and informal training to state agencies and BMRS staff on examination development, new assessment methods, assessment/examination validation, statistical evaluation of assessment/examination results and other technical areas. This position functions under close to limited supervision of the Agency Services Section Chief.

### Time % Goals and Activities

- 40%     A.     Develop and implement selection strategies; perform, direct or advise others in performing job analysis; create and revise valid civil service assessments/examinations, including multiple choice written examinations; and establish statewide employment registers for several broad occupational groups.**
- A1. Participate in the development of innovative assessment tools including designing and coordinating job analysis studies, creating test content, developing scoring and weighting protocols, and creating technical documentation related to activities.
  - A2. Interview job experts to define the duties, responsibilities and the essential knowledge, skills and abilities of various positions as they become vacant.
  - A3. Determine most appropriate type of exam or assessment strategy prior to recruitment announcement.
  - A4. Draft job announcements that appropriately reflect position analysis information, include salary, training and experience requirements, job description, "how-to-apply" information, contact person/telephone number and testing/procedure schedule planned. Review/modify announcements submitted by state agency representatives.
  - A5. Explain and demonstrate content validation exam construction methods to job experts during exam development sessions.
  - A6. Draft assessment/examination questions and assist job experts in developing examination questions for administration at examination centers, including multiple choice, resume screens, training and experience, essay, objective inventory questionnaire, short answers, etc.
  - A7. Assist with conducting formal item review sessions with job experts to ensure the content validity of multiple choice items and assessments/examinations.
  - A8. Draft answer keys for objectively scored examinations.
  - A9. Convene panels of job experts to rate assessments/examinations.
  - A10. Explain scoring criteria to job experts serving as raters for assessments/examinations.
  - A11. Review, modify, and approve proposed assessments/examinations, selection assessment strategies, and job analysis submitted by agency human resources staff. Provide technical assistance to agency human resources staff and the line supervisors in recruitment planning and assessment/examination development and validation techniques. Ensure that planned recruitment activities are conducted.
  - A12. Review and modify, approve or deny requests to use related registers, reactivate or extend registers, etc.
  - A13. Assist with staffing transactions of a highly complex and/or sensitive nature which may require special recruitment or assessment procedures.

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- A14. Participate in the development of objective assessments/examinations or components to replace, or as alternatives to, existing assessments/examinations.

### **15% B. Analyze assessment results to evaluate assessment performance.**

- B1. Interpret item analysis data for multiple choice exams (i.e., biserial correlations, Kuder-Richardson 20 and 21, coefficient alpha, frequency distributions, standard error of measurement, standard deviation, central tendency, and dispersion measures).
- B2. Evaluate and interpret intermediate and advanced inferential statistics (i.e., t-tests, chi square, correlation, multiple regression, sampling methodologies, error estimates, etc.) for appropriateness of use for assessment selection process and results.
- B3. Evaluate assessment/examination ratings (i.e., strictness, leniency, central tendency, halo, bias, systematic trends, etc.).
- B4. Determine raw score conversion methods (i.e., use of standard scores, items or component weight, alternative scoring methodologies, etc.).
- B5. Determine passing points and cutoff points (i.e., psychometric properties, nature of the register to be established, anticipated number of vacancies, relationship between job content and assessment/examination content, etc.).
- B6. Review the results of selection procedures for adverse impact according to established standards. Revise or recommend revisions to selection procedures to minimize or eliminate adverse impact before finalizing passing points or before subsequent administrations.
- B7. Contact the appointing authority/supervisors for feedback on the selection procedures and certification results. Follow up on any comments made on Candidate Quality Surveys.
- B8. Provide technical assistance to agency staff on evaluation of test data.
- B9. Assist with the maintenance of assessment tools including designing and implementing maintenance strategies, securing and analyzing data related to item characteristics/performance and item exposure, and item refresh activities.
- B10. Conduct analysis to evaluate the effectiveness of assessment tools and processes.

### **15% C. Participate in the development, modification, and implementation of changes to DPM and BMRS policies, procedures, and automated systems.**

- C1. Provide technical expertise and policy input to division and bureau project workgroups, periodically serve as a project leader for workgroups, and draft policy recommendations as required.
- C2. Review existing selection and staffing techniques, recommend improvements where needed, and participate in developing and implementing new and innovative approaches to staffing.
- C3. Evaluate test validation and assessment/examinations methods from other jurisdictions and new selection concepts for possible use by Wisconsin State Government.
- C4. Draft Wisconsin Human Resources Handbook chapter updates as assigned.
- C5. Participate on establishing program procedures and policies related to job analysis and assessment content.

### **10% D. Provide information to applicants, other jurisdictions, and the general public.**

- D1. Write correspondence for supervisors, policy advisor or Director of the Bureau of Merit Recruitment and Selection on matters pertaining to assigned specialty.
- D2. Answer questions for the public concerning state employment opportunities.
- D3. Correspond with job applicants by writing certification removal letters, requesting additional information and providing information.
- D4. Respond to questions from applicants on test scores or assessment results and the certification process.

### **10% E. Provide Bureau training programs.**

- E1. Present assigned module(s) of the BMRS *Staffing Training*.
- E2. With other staffing analyst(s), present the BMRS portion of *New Supervisor Training*.
- E3. With other staffing analyst(s), present *How to Advance in State Civil Service*.
- E4. With other BMRS staff, present portions of Wisc.Jobs training.

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- E5. Upon supervisor's request and guidance, assist in the development, and presentation of sessions pertaining to the State of Wisconsin's civil service system at local, regional or national professional conferences such as IPMA or IPMAAC
- E6. Assist in the development and revision of training materials and program to address trainee needs.

### **10% F. Perform miscellaneous duties.**

- F1. Provide information needed to investigate complaints and respond to Wisconsin Employment Relations Commission appeals or other legal challenges. Testify as an expert, as necessary.
- F2. Under supervisor's guidance, provide formal and informal training to BMRS staffing specialists in assessment/examination development, new assessment techniques, validation, statistical analysis of assessments/examinations results and exam scoring.
- F3. Review monthly transaction activity reports; request changes as needed.
- F4. Provide backup assistance for coworkers in their absence and as the official backup analyst for designated classifications.
- F5. Provide support to BMRS and DPM mission as assigned.
- F6. Participate in Bureau and Division workgroups and committees as assigned.
- F7. Perform other duties as assigned by the Agency Services Section Chief, BMRS Bureau Director, or Deputy Administrator.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- 1. Knowledge of measurement principles and techniques in an employment setting.
- 2. Knowledge of the principles, theories, and methods of industrial organizational psychology or related field (e.g. applied social psychology, applied research/evaluation) to develop practical solutions to assessment problems, including experience with assessment development and validation methods.
- 3. Skill in participating on/leading projects that involve conducting job analyses, performing statistical analyses and developing tests/assessment tools.
- 4. Skill in the development, validation, and implementation of selection tools, including interview guides and aptitude/skills/personality assessments.
- 5. Skill in designing and conducting job analysis; developing competency models.
- 6. Ability to develop and implement successful solutions to complex problems; conducting data analysis and reporting.
- 7. Skill in human behavior assessment to include cognitive and psychomotor capacities and performance.
- 8. Knowledge of Human Resource management theories, concepts and principles.
- 9. Knowledge of professional and legal standards and requirements relating to employment and assessment of human behavior to include AA/EEO, state and federal statutes or codes (Title VII, Americans with Disabilities Act, etc.), APA standards, and Uniform Guidelines on Employee Selection.
- 10. Knowledge of Job Analysis techniques and methodologies.
- 11. Knowledge of methods used in developing content valid civil services assessments/examinations using job analysis and subject matter expert input including multiple choice examinations.
- 12. Knowledge of statistics commonly used in testing and assessment.
- 13. Knowledge of standard methods of scaling and benchmarking response standards used in judgmentally scored assessment procedures such as written essay examinations.
- 14. Knowledge of professionally accepted practices for setting standards or passing points.
- 15. Knowledge of Human resource management factors, principles and concepts.
- 16. Effective writing, speaking and interpersonal skills.
- 17. Knowledge of recruitment policies, procedures and processes used for various job classifications.
- 18. Planning, organizing and work priority setting skills.
- 19. Analytical skills.
- 20. Knowledge of procedures applicable to Wisconsin Civil Service examination administration, scoring and certification process.
- 21. Knowledge of provisions of the Wisconsin Statutes Chapter 230, the Wisconsin Administrative Codes, Rules of the Administrator, and the Wisconsin Human Resources Handbook.
- 22. Word processing, spreadsheet, PC database management, statistical analysis software set-up, use and interpretation.

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- 23. Effective presentation skills.
- 24. Knowledge of adult learning theories.
- 25. Ability to work in a team environment.